

SCHOOL DISTRICT OF THE MENOMONIE AREA

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Jesse Harness
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Administrator

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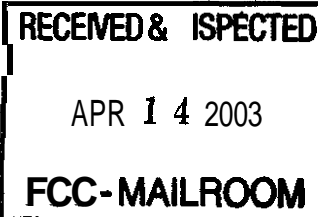
Marleen Clark
Business
Manager

Shirley Kuhn
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Administrator

Victoria Lyons
Technology
Program Director

April 11, 2003

Federal Communications Commission
Office of the Secretary
445-12th Street, SW
Washington, DC 20554



Request for Waiver

CC Docket Nos. 96-45 and 97-21 (this is taken from online instructions)
CC Docket No 02-6 (this is taken directly from letter)

This letter is to appeal the decision to hold these applications pending final review of those applications that were filed within the filing window. The person to contact regarding this appeal is:

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Out of Window Letter being Appealed - Funding
Year 2003 Form 471 Certification
Funding Year 2003
March 20, 2003
Menomonie Area School District
417 Application Number - 363584
Billed Entity Number - 133380
Applicant's Form Identifier - MSDY6471TEL

Out of Window Letter being Appealed - Funding
Year 2003 Form 471 Certification
Funding Year 2003
March 20, 2003
Menomonie Area School District
417 Application Number - 365673
Billed Entity Number - 133380
Applicant's Form Identifier - MSDY6471IC

The Menomonie Area School District has successfully completed the e-Rate application process for five years prior to this year. The district is committed to following procedural rules and regulations of programs. For this application filing, new personnel were in charge of submitting the application. Full attempts were made to review the application process and follow the guidelines.

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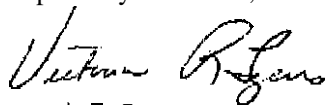
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Upon review of **why the** certifications **were** delayed, **the** staff member who completed the online portion of **the** applications thought that **by** completing the online portion by the February 6 deadline that she **could wait** to send in the signed certifications and **supporting** documents. Therefore, the supporting documents were not postmarked until February 14. Planning was complete: **performance caused the** delay.

The Superintendent of **Schools** signed the certification documents on February 5. By completing the online portion ahead **of** the deadline **and** having the certifications signed one **day** before the deadline and **on the** same day as the online application **was** submined, it is obvious **the** intent **of the** Menomonee Area School District was to **follow all** procedural guidelines **of the Schools and Libraries Division of WSAC** and the FCC.

This **appeal is** to request that the FCC reconsider these applications **and** allow the **USAC** to place them within the filing window since **the** intent to **follow** the procedures and meet the deadlines is documented **in the** materials submitted **before** the February 6 deadline.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Victoria R. Lyons". The signature is fluid and cursive, with the first name being the most prominent.

Victoria R. Lyons
Information Technology Director